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Security Information

Staff Study - "Career Development Slots"

This Staff Study proposes a solution to current inadequacies of the Rotation Loan Slot arrangement including the problem of the use of JOT slots for development actions outside the scope of the JOT program.

The Staff Study was prepared in consultation with the Office of Training and the Personnel Office.

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26 June 1953

TO : Chairman, CIA Career Service Board
FROM : Executive Secretary, CIA Career Service Board
SUBJECT: Staff Study "Career Development Slots"

1. PROBLEM. To devise effective procedures to facilitate the accomplishment of planned activities which require an individual's absence from his assigned work for extended periods for career development purposes.

2. FACTS BEARING ON THE PROBLEM.

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- a. [REDACTED] established fifty Rotation Loan Slots, which were "open" with respect to grade, to be administered by the CIA Career Service Board. Forty of these slots were allocated among the various Offices and ten were held in reserve by the CIA Career Service Board. (See Attachment A.)
- b. Only eleven of the allocated Rotation Loan Slots are being used currently. (See Attachment B.)
- c. Most of the Career Service Boards in the DD/P area have abandoned the use of Rotation Loan Slots.
- d. Currently eleven individuals from Offices other than the Office of Training are assigned to Junior Officer Trainee Slots of the Office of Training to facilitate training development actions which do not properly fall within the scope of the Junior Officer Training Program.

3. DISCUSSION.

- a. The "rotation" concept and the use of Rotation Loan Slots have been generally misunderstood. Various Offices have attempted to use such slots for the initial appointment of new personnel, for routine overseas assignments, and to increase T/O authorizations and personnel ceilings.

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- b. Awareness of the desirability of using Rotation Loan Slots has varied throughout the Agency. Three DD/I Offices have expressed need for Rotation Loan Slots in addition to their initial allotments, while most of the other Offices have not used their allotted slots.
- c. The apportionment of Rotation Loan Slots to the various Offices on a permanent basis has dispersed administrative responsibility among components with divergent concepts of "rotation" and has prevented effective Agency control of the use of the slots.
- d. To accommodate other Offices of the Agency who have demonstrated legitimate need for long range training slots, the Office of Training has made eleven Junior Officer Trainee Slots available, inasmuch as there were vacancies in JOT Slots. Increased activity of the college consultant program will shortly require that all JOT Slots be filled with Junior Officer Trainees.

4. CONCLUSIONS.

- a. Rotation Loan Slots, as currently provided, have not effectively served the needs of the Agency during the first year of operation of the Career Service Program.
- b. Effective procedures to meet the problem should:
 - (1) Provide definite points of responsibility, under the supervision of the CIA Career Service Board, for the review of the merits of individual development plans requiring Career Development Slots;
 - (2) Provide for the allocation of individual Career Development Slots on the basis of justified need rather than according to an arbitrary system of apportionment.

5. RECOMMENDATIONS.

- a. That all Rotation Loan Slots previously allotted by the CIA Career Service Board be withdrawn from the various Offices of the Agency; and, that the original fifty Rotation Loan Slots be redesignated as Career Development Slots, and retained under the jurisdiction of the CIA Career Service Board for allotment purposes.

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- b. That Career Development Slots shall be "open" to any grade. They shall be in excess of the T/O and the personnel ceiling of the sponsoring component except when they are occupied by individuals in grades GS-16 and above. In no case will individuals grade GS-16 and above be assigned to Career Development Slots when such action would lead to an increase in the super-grade ceiling.
- c. That Career Development Slots be allotted on an individual basis to the various Offices of the Agency by the CIA Career Service Board for training and other career development purposes. Such slots shall be allotted to facilitate development actions which are properly justified and which require an individual's absence from his assigned work for longer than six months.
- d. That the allotment of a Career Development Slot to an Office will terminate upon completion of the training or other career development action for which the slot was allotted; and, that the Office concerned will be required to plan for the individual's reassignment within its normal personnel ceiling.
- e. That the Director of Training review the present use of those Junior Officer Trainee Slots being encumbered by other Offices for development purposes and, as appropriate, recommend to the CIA Career Service Board the allotment of Career Development Slots to accommodate the individuals concerned; and, that the Assistant Director (Personnel) review the present use of Rotation Loan Slots and, as appropriate, recommend to the CIA Career Service Board the allotment of Career Development Slots to accommodate the individuals concerned.
- f. That whenever Career Development Slots are required for the purpose of providing training under the provisions of Public Law 110, and in accordance with applicable CIA Regulations, the allotment of slots by the CIA Career Service Board will be made on the basis of recommendations by the Director of Training in each case. In such instances, Office Heads and Staff Chiefs shall process Training Requests to the Director of Training indicating that the training requires the allotment of a Career Development Slot. The Director of Training shall act upon each Training Request and recommend to the CIA Career Service Board the allotment of a Career Development Slot in those instances where the Training Request meets all conditions prerequisite to official approval.

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- g. That whenever Career Development Slots are required for the purpose of providing career development action other than training as provided for under Public Law 110, the allotment of slots by the CIA Career Service Board will be made on the basis of recommendations by the Assistant Director (Personnel) in each case. In such instances, Office Heads and Staff Chiefs shall process such requests to the Assistant Director (Personnel) in accordance with applicable CIA Regulations, indicating the plan of a career development action which requires the allotment of a Career Development Slot. The Assistant Director (Personnel) shall review such career development plans and recommend to the CIA Career Service Board the allotment of a Career Development Slot in those instances where the request meets all conditions prerequisite to official approval.
- h. That assignment of an individual to a Career Development Slot shall be processed by a Personnel Action Request (Form 52) which indicates approval by the CIA Career Service Board. The Assistant Director (Personnel) shall maintain the records of the utilization of Career Development Slots.

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Attachments
A and B

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USE OF ROTATION LOAN SLOTS

AS OF 23 JUNE 1953

Organizational Component

Rotation Loan Slots in Use

Office of Training

Office of Communications

Office of the Deputy Director (Plans)
Foreign Intelligence Staff

Technical Services Staff

Office of the Deputy Director (Intelligence)
Office of National Estimates
Office of Collection and Dissemination
Office of Research and Reports
Office of Current Intelligence
Office of Scientific Intelligence
Office of Operations

Office of the Deputy Director (Administration)
Personnel Office
Comptroller
Logistics Office
General Services Office
Medical Office
Security Office

TOTAL 11

Attachment B

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ROTATION LOAN SLOTS

1. Rotation Loan Slots, "open" with respect to grade and over and above the normal T/O of the Offices, are allotted to the Offices as indicated below. Only personnel on "loan" rotation assignment will be carried against these slots. These slots will only be used to effect rotation assignments when "exchange" rotation is not practical.

2. The allotment of Rotation Loan Slots is as follows:

<u>Unit</u>	<u>Total</u>
Office of the Director of Central Intelligence	1
Office of the Deputy Director of Central Intelligence	
Office of Training	1
Office of the Deputy Director (Plans)	1
Office of Special Operations	5
Office of Policy Coordination	5
Office of Communications	3
Technical Services Staff	1
	15
Office of the Deputy Director (Intelligence)	1
Office of National Estimates	3
Office of Scientific Intelligence	3
Office of Research and Reports	4
Office of Current Intelligence	3
Office of Collection and Dissemination	2
Office of Operations	2
	18
Office of Deputy Director (Administration)	1
Personnel Office	1
General Services Office	1
Comptroller's Office	1
Inspection and Security Office	1
	5
Held in reserve by the CIA Career Service Board	10

TOTAL	50

Attachment A

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Security Information

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Office of the Director of Central Intelligence	1
Office of the Deputy Director of Central Intelligence	
Office of Training	1
Office of the Deputy Director (Plans)	1
Office of Special Operations	5
Office of Policy Coordination	5
Office of Communications	3
Technical Services Staff	1
	15
Office of the Deputy Director (Intelligence)	1
Office of National Estimates	3
Office of Scientific Intelligence	3
Office of Research and Reports	4
Office of Current Intelligence	3
Office of Collection and Dissemination	2
Office of Operations	2
	18
Office of Deputy Director (Administration)	1
Personnel Office	1
General Services Office	1
Comptroller's Office	1
Inspection and Security Office	1
	5
Held in reserve by the CIA Career Service Board	10
	—
TOTAL	50

Attachment A

CONFIDENTIAL

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**MEMORANDUM OF UNDERSTANDING OF ADDITIONAL POLICIES
AND PROCEDURES FOR ADMINISTERING PROGRAM FOR
CAREER DEVELOPMENT OF JUNIOR PERSONNEL**

(Meeting of 1 July 1954)

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1. Agency Notice [redacted] establishes a program for the career development of junior personnel and places certain responsibilities in the Assistant Director for Personnel, the Director of Training and a Committee for Career Development of Junior Personnel. By the terms of the Notice, the Assistant Director for Personnel and the Director of Training share responsibility with the Head of the Career Service of the individual concerned in discharging the specified functions of the Committee.

2. In consonance with the separate and joint responsibilities imposed upon us as the Assistant Director for Personnel and the Director of Training, we agree to the following additional policies and procedures in order to adequately discharge our responsibilities to implement the basic policies and procedures contained in the Notice and to ensure a joint approach and liaison between our respective offices:

a. Junior Career Development Slots

30 Junior Career Development Slots will be available for consideration during the calendar year beginning with the date of initial selections of the Committee. Depending on the quality and availability of applicants, an attempt will be made to allot approximately one-fourth of these slots every three months of the year, but a proportionately greater number may be allocated in the initial selection of participants.

b. Additional Factors for Selection in Program

(1) The following factors for selection will be observed in addition to those specified in [redacted]

(a) Applicants who have not completed a training course in basic intelligence, such as BIC, will be required to take a course according to this schedule:

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USE OF ROTATION LOAN SLOTS

AS OF 23 JUNE 1953

<u>Organizational Component</u>	<u>Rotation Loan Slots</u>	
	<u>Available</u>	<u>In Use</u>
Office of the DCI	1	--
Office of Training	1	--
Office of Communications	3	--
Office of the Deputy Director (Plans)	(1) 12	--
Foreign Intelligence Staff	(5)	--
	(5)	1
	(-)	--
Technical Services Staff	(1)	--
Office of the Deputy Director (Intelligence)	(1) 18	--
Office of National Estimates	(3)	2
Office of Collection and Dissemination	(2)	--
Office of Research and Reports	(4)	4
Office of Current Intelligence	(3)	2
Office of Scientific Intelligence	(3)	2
Office of Operations	(2)	--
Office of the Deputy Director (Administration)	(1) 5	--
Personnel Office	(1)	--
Comptroller	(1)	--
General Services Office	(1)	--
Security Office	(1)	--
Totals	40	11

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Attachment B

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